



Job Profile: Executive Director

Job Purpose

The Executive Director will partner with the Board of Directors to steer Doctors for Cannabis Regulation (DFCR) into an exciting, new phase of growth and development. At the Board's strategic guidance, the ED will be responsible for the successful leadership and management of an organization that is now entering its third year of operations on the national and international stage. DFCR benefits from an active membership base, a loyal group of donors and many strategic partnerships in the drug policy reform community and beyond. As the legalization and regulation of cannabis for adult use proliferates in states around the country, the ED is poised to enter an ever-dynamic and rewarding field of advocacy on a cutting-edge issue.

Primary Duties and Responsibilities

- Manage the efficient and effective day-to-day operation of the organization
- Oversee all fundraising activities, including but not limited to, identifying new prospects, soliciting five-figure and six-figure gifts, cultivating and stewarding major donors, writing grants, securing corporate sponsorships, organizing fundraising events
- Implement DFCR's key programmatic efforts, including state/federal advocacy and the NFL campaign
- Manage DFCR's internal governance and committees, including State Regulatory Committee and Development Committee
- Coordinate DFCR's physician spokespersons in key states engaged in key regulatory initiatives
- Respond to media queries, in consultation with DFCR's public relations team
- Liaise with professional development consultant retained by DFCR to streamline its donor acquisition, fundraising, communications and overall development strategies, as needed
- Arrange DFCR's participation in conferences and other public speaking engagements

- Oversee website and social media, in coordination with DFCR's webmaster and summer intern
- Recruit, interview and select vendors and freelance contractors who have the right skills to help further the organization's mission
- Participate with the Board of Directors in developing an annual budget and a strategic plan to guide the organization
- Administer the funds of the organization according to the approved budget, and together with DFCR's Treasurer, monitor and report on the monthly cash flow of the organization
- Weekly interface with DFCR's Executive Committee
- Ensure that the organization complies with all relevant laws and regulations, and generally accepted accounting principles

The above represents a non-exhaustive list of duties and responsibilities, which are always subject to change as the organization grows and develops.

Qualifications

Education

- University degree in a relevant field or equivalent work experience (e.g., communications, political science, law, journalism, fundraising / development, business, science, public policy, or public health)
- Advance degree preferred

Knowledge, skills and abilities

- Knowledge of leadership and management principles as they relate to non-profit organizations
- Knowledge of federal, state, and local legislation applicable to non-profit organizations
- Knowledge of the marijuana legalization movement's history, challenges, and opportunities
- Knowledge of human resources, financial and project management
- Knowledge of good social science research practices
- Impeccable writing and communication skills

Personal characteristics

The Executive Director should have demonstrated competence in the following:

- Adaptability: Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency. The ability to multitask is paramount.
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- **Think Strategically:** Assess options and actions based on trends and conditions in the environment, and the vision and values of the organization.
- **Be a Good Ambassador:** Speak positively about regulatory reform that some find controversial, and do so with a calm and positive manner even when challenged or attacked.

Experience

- Three or more years of progressive management experience in a non-profit organization
- Preference will be given to candidates who have successful experience starting up new non-profit organizations or new major programs within them

To apply, please send a resume and cover letter, including salary requirements, via email to jobs@dfcr.org with “Executive Director” in the subject line. Please also indicate in your cover letter how you learned of this opportunity.

As an equal opportunity employer, DFRCR is fully committed to making employment decisions without regard to history of prior arrests or convictions, race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, mental or physical disability, perceived disability, and AIDS and HIV status or any other classification protected by applicable laws.

DFCR is dedicated to ensuring the fulfillment of this policy with respect to hiring, placement, promotion, transfer, demotion, layoff, termination, recruitment advertising, pay and other forms of compensation, training and general treatment during employment. DFRCR will make reasonable accommodations for disabled employees and applicants. This policy applies to all aspects of employment, including recruitment, selection, advancement, training, discipline and termination.

Doctors For Cannabis Regulation

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